

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **SYSTEMS ANALYST – SENIOR PROJECT MANAGER**

Role Title: Information Technology Specialist III

Position: #00281

Pay Band 6, Level I, Hiring Range: \$54,580 –\$95,000

**Closing Date: March 31, 2014**

Information Management Division – This project management position plays a key role in coordination of Department of Medical Assistance Services (DMAS) business requirements and system changes by the DMAS systems vendor. The incumbent will serve as the liaison and oversight for projects between the DMAS business leads/staff and the vendor's technical lead/staff in meeting DMAS business objectives and goals. The successful candidate must have experience with Medicaid claims processing and/or other health claims processing systems, strategic and tactical planning methodologies, Systems Development Life Cycle, operations procedures and capabilities of mainframe applications, Client-Server application architecture, and telecommunications aspects of multi-platform systems. Requires experience with healthcare industry standards and Project Management "best practices", and must have working knowledge of business management practices and principles. Requires demonstrated ability to plan and complete assigned work, plan and manage resources, and construct budgets and schedules. Must have demonstrated track record of successfully leading project teams through implementations, including at least one successfully led project of a minimum \$1M. Must have demonstrated ability to communicate effectively orally and in writing as well as motivate and work with people at all levels of an organization. Must be able to quickly adapt to new technical environments (multiple disciplines) and manage multiple projects with dynamic priorities. Must be adept at managing/overseeing technical and strategic projects. Must have experience with Risk Management methodologies, Contingency Planning, and Protected Health Information practices. Candidate should have web, mainframe, and LAN applications management experience and be familiar with HIPAA Transactions, Code Sets, and Identifiers standards. Prefer Bachelor's degree or higher with major coursework in information systems, business management, business administration, or related area. Must have Project Manager Professional (PMP) certification. Prefer working knowledge of VITA Project Management guidelines and requirements.

### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for complete state applications. Applications must include complete work history, including periods of unemployment if applicable. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

**Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.**

**EEO/AA/ADA**